



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor West, Town Council
Dan Taber, Town Manager
FROM: Christine R. Sanders, Town Attorney
DATE: January 17, 2012
RE: December 2011 Report

Honorable Mayor West and Town Council:

Below is a list of items that I have been working on since my last report to you of 11/15/2011. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager daily on matters concerning personnel, especially confidentiality matters concerning recent personnel hires and departures, land use, planning and development issues, town ordinances, freedom of information act requests and other legal matters.
- Criminal Prosecutions – Pulled dockets in Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court and Juvenile and Domestic Relations Court. Traffic and criminal misdemeanors and bond motions for incarcerated defendants, and researched fourth amendment issues as they relate to traffic stops.
- Met with Director of Community Development and Town Planner to discuss pending comprehensive plan amendment updates, zoning requests, use issues, zoning map, public advertisements and other land use matters.
- Collaborated with the Town Zoning Administrator on zoning ordinance interpretations, legal publications, staff reports, and public hearing notices.
- Spearheaded the response to Potomac Landfill's comprehensive FOIA request. Collaborated with all town staff to assemble documents, including digital files concerning the landfill since its existence in 1984. Presided over the document production and coordinated the reproduction of documents requested by PLI.
- Researched the DCJS grant from its filing with the Virginia Department of Criminal Justice to the award to the Town and ENS, as the Town contractor for the grant. Was the

point of contact for the DCJS grant auditor for the grant and the liaison and intermediary between the Town and ENS to resolve audit issues and contract issues.

- Researched and pursued real estate tax and business, professional occupation license tax delinquencies and followed up with correspondence and meetings with parties involved, together with the Treasurer and Town Manager.
- Revised the Town's BPOL application after researching enabling legislation under state law, comparing other small town ordinances and researching former town ordinances attempting to effect changes to BPOL tax rates.
- Received inquiry from William and Mary law student concerning the legality and consistency of the Town's firearms ordinance. Followed up with his concerns and received his suggested revisions to the ordinance.
- Attended several staff meetings and meetings with developer, attorneys, planners and project administrators for proposed First Town Center. Included in this effort is research of Town ordinances and state law, including applicable reported case law. Assist the Town Manager, Department Heads and other staff with various questions and issues that have come up on a day to day basis; specifically consulted with Director of Community Development, Town Planner and Zoning Administrator regarding zoning ordinance text amendments, rezoning, and a proposed conditional use permit application. Called the Zoning Administrator as a witness in prosecuting zoning violations and consulted with trial strategy prior to court.
- Researched nonconforming uses and special use/conditional use permit case law and consulted on the drafting zoning determination letters.
- Researched, drafted, filed a Petition for Special Election to fill unexpired mayoral seat and obtained a Writ for a Special Election to be held in May 2012. Researched and addressed several issues relating to town council elections.
- Responded to repeated FOIA requests submitted to me and the Police Department.
- Staffed Town Council meetings, including closed sessions.
- Attended staff meetings with senior management in advance of Town Council meetings to discuss, coordinate and go over agenda items.